



NEIGHBORHOOD MATCHING GRANTS TREE BANDING & CARE INITIATIVE 2018/2019 Program Guidelines & Opportunities

Apply by September 1st, 2018 - Applications will not be accepted if submitted after the deadline.

Overview

Charlotte needs your help to protect our tree canopy! [Cankerworms](#) have afflicted our City for 30+ years, recently the [Emerald Ash Borer](#) arrived impacting ash trees and further threatening our canopy. In effort to protect our tree canopy, the City of Charlotte's Tree Banding and Care Initiative **awards grants of up to \$3,000 to neighborhood organizations citywide** to assist with tree banding and ash tree treatment expenses.

Please review these guidelines to learn more. This initiative is part of the Neighborhood Matching Grants (NMG) program, to learn about NMG opportunities visit charlottenc.gov/nmg.

Program Eligibility – Who Can Apply?

Eligible Organizations

Neighborhood associations within Charlotte's city limits when all of the following apply to the organization:

- 🍃 Must be active and established for at least six months
- 🍃 Created and managed by residents within the neighborhood
- 🍃 Open for membership to everyone in the neighborhood
- 🍃 75% of association members live in the neighborhood.
- 🍃 Has a duly elected board and established by-laws or governing documents
- 🍃 Holds regular meetings and maintains records via agendas and meeting minutes
- 🍃 Expands and/or promotes existing neighborhood goals and objectives

Other Neighborhood Based Groups, including book clubs, gardening clubs, sports leagues, and civic clubs are eligible for Neighborhood Matching Grants when all of the following apply:

- 🍃 Must be active and established for at least six months
- 🍃 80% of the group members live in the neighborhood
- 🍃 Holds regular meetings and maintains records via agendas and meeting minutes
- 🍃 The proposed project promotes the greater good of the neighborhood
- 🍃 A signed letter of agreement or other documentation shows a collaborative partnership with or support from the neighborhood association

Ineligible Organizations

The City recognizes that there are many groups that contribute to neighborhood quality of life. Ineligible organizations are encouraged to partner with organizations that meet the eligibility criteria. Please note that the eligible organization **MUST** be the lead entity in project planning and implementation. Organizations that discriminate on the basis of race, nationality, ethnicity, religion, creed, or disability are ineligible to apply.

Eligible Purchases

Tree banding supplies, service fees to tree banding and ash tree treatment vendors, promotional expenses related to educating neighbors and informing them about the opportunity (signage, flyers, etc).

Match Requirements – How Can Organizations Meet Their Match?

Organizations are required to match awarded funds 1:1; meaning for every dollar granted, a matching amount must be provided through one or more of the methods below:

- 🍌 A minimum of 50% of must be matched through volunteer time (valued at \$24.14 per hour)
- 🍌 A minimum of 25% of the required match must be contributed by the applying organization

| Match Types | Documentation – forms are available at charlottenc.gov/treecaregrant |
|-----------------------------|--|
| Cash Contribution | <ul style="list-style-type: none">Document planned cash contributions from the applying organization, individuals or supporting community partners (businesses, non-profits, etc.)<ul style="list-style-type: none">Contribution Template (see Appendix) |
| In-kind Contribution | <ul style="list-style-type: none">Goods and/or services received for free or at reduced cost<ul style="list-style-type: none">Contribution Template (see Appendix) |
| Volunteer Time | <ul style="list-style-type: none">Volunteer Time must be pledged using the ‘Volunteer Pledge Sheet’ (see Appendix)Volunteer time is calculated at \$24.14 per person per hour<u>Up to 20 hours</u> of related pre-application activities may be counted towards your match, completed Volunteer Sign-In Sheets are required (see Appendix) |

Volunteer match opportunities include, however aren’t limited to:

- 🍌 Distribution, installation, inspection, and removal of tree bands
- 🍌 Promotion of the tree care opportunity to residents (door to door canvassing, public meetings)
- 🍌 Neighborhood litter clean ups and/or street adoption
- 🍌 Community events (chili cook-offs, back to school gatherings, pancake breakfasts, ice cream socials, holiday gatherings, etc.)
- 🍌 Implementation of other neighborhood improvement projects

Contact staff if you have questions regarding proposed volunteer match activities.



Burtonwood Tree Banding FY17

Application Process – How Can We Apply?

- 1 **Review Program Materials** – review the guidelines and attend a req'd pre-application workshop in person or [online](http://charlottenc.gov/treecaregrant) (charlottenc.gov/treecaregrant) prior to the application deadline. The meeting schedule can be found at charlottenc.gov/neighborhoodtraining, or by calling 704-432-4802.
- 2 **Begin Application**- prepare by reviewing the application questions and tips provided at the end of this document. Complete the required budget and volunteer pledge worksheets which can be found at charlottenc.gov/treecaregrant, or by calling 704-432-4802.
- 3 **Create Account** – [Access the grant portal](http://charlottenc.gov/treecaregrant) by clicking “Apply/submit your online application here” at charlottenc.gov/treecaregrant. Previous applicants may use existing Tree Banding grant or NMG credentials. New users will need to create an account.
- 4 **Complete Application** – Submit the application by 11:59 p.m. on September 1st. Applicants who are unable to complete the application online may call 704-432-4802 to request support or to learn of alternative application options.

Process & Timeline

The application deadline is September 1, 2018 by 11:59 p.m.

Applicants will receive a confirmation email upon application submittal. Applications are reviewed and scored based on the criteria below. The application review process takes approximately 14 days. After review applicants will be notified of their status (approved/denied/approved with contingencies).

Approved applicants will be invited to the contract signing meeting.

Projects may begin only after the contract is executed.



Great Enderly Park Neighborhood Association

| Scoring Criteria | Max Points |
|---|------------|
| Application requirements <ul style="list-style-type: none"> Submitted a letter of support from applying organization (5) Submitted quotes from a vendor(s) or supplier(s) (5) | 10 |
| Project budget <ul style="list-style-type: none"> Clear estimate of project expenses and match contributions (10) Well documented projection of expenses and matching funds (10) | 20 |
| Value and documentation of match <ul style="list-style-type: none"> Match meets or exceeds the minimum 1:1 requirement (10) Match is well documented with applicable letters & signed Volunteer Pledge Sheets (20) | 30 |
| Project Design <ul style="list-style-type: none"> Thorough and reasonable projection of timeline and implementation (20) Shows a clear and reasonable vision for implementation (20) | 40 |
| Total Possible Points (60+ is passing) | 100 |

Terms & Conditions

Contracts

Within 30 days of approval, successful applicants will enter into a contract with the City of Charlotte. Contractual agreements reflect the project goals, budget, and match commitments that are included as part of the approved application. **Projects may begin only after the contract is executed.**

- 🍌 Approval is withdrawn if the contract is not executed within 6 months, or specified contingencies are not met.
- 🍌 Fraud, misuse of funds, failure to meet match commitments or non-compliance on other agreements constitutes grant default.
- 🍌 Organizations that default may be ineligible for future grants for up to two (2) years.
- 🍌 A grant may be abandoned upon request of a grantee; however, reimbursement of any expended grant funds may be required.
- 🍌 Organizations may have one (1) Tree Banding Grant and one (1) Neighborhood Matching Grant open concurrently.

Disbursement of Funds

Grant funds are not awarded in advance; funds are released on an 'as needed' basis by the submission of invoices and/or receipts for approved items to the NMG office for processing.

The City contracts solely with the recipient neighborhood organization or business association, therefore, any discrepancies that may result from the hiring of contractors, consultants or private vendors must be resolved by the grantee.

- 🍌 Checks are made payable to the organization, not to vendors. Organizations are responsible for releasing payments to their vendors. **Please allow (30) days for invoice processing from the day a complete reimbursement request is received by program staff.**
- 🍌 Organizations are encouraged to use reliable vendors with valid credentials to avoid potential problems or delays.
- 🍌 Contact Danielle Fisher, Danielle.Fisher@charlottenc.gov or 704-336-7846, for questions related to grant reimbursement requests.

2018 Tree Banding & Care Grant Mentors

Many new and reoccurring applicants protect neighborhood trees & get to know more neighbors each year through successful implementation of Tree Banding and Care initiative grants.

Contact staff at jonathan.hill@charlottenc.gov or 704-432-4802 to be connected to past grantees who can provide you and your neighborhood with advice, tips and tricks for finding success in your tree care project.

Appendix

Grant Application Questions

Part I: Organizational Information

1. Organization Name
2. Verifying documentation: Please upload a copy of your Bylaws (or Articles of Incorporation) indicating you are an active, neighborhood-based or business association
3. How did you hear about this grant opportunity?
4. NMG Eligibility; is your organization located within the general Neighborhood Matching Grants Program's eligible geography? By answering this question, staff will be able to provide potential resources about other grant opportunities.
5. Board Retreat: Indicate if your organization participated in a Board Retreat within the past year. If yes, upload your Vision to Action Idea Development Workbook to use your \$1,500 credit (project must be one that was prioritized at the retreat).
6. Has your organization previously received a City of Charlotte Tree Banding Initiative Grant?



Ravenwood Neighborhood Association

Part II: Tree Care Project Information


1. Are you requesting funds for Tree banding? Yes/No
2. Are you requesting funds for ash tree treatment? Yes/No
3. Are you requesting funds for BOTH tree banding and ash tree treatment? Yes/No
4. Have you attend a Tree Care Information Session or a standard Neighborhood Matching Grant workshop in the past year?
5. Please list the streets you intend to treat (Please upload a map, if available)
6. How many trees will you band?
7. How many ash trees will you treat?
8. Amount of grant funding requested (limit is \$3,000)
9. Upload your budget worksheet
10. Upload your Vendor Quote
11. Upload your Tree Care Volunteer Pledge Sheets
12. Letter of support from organization; please upload a letter of support from your organization pledging support for the application and Tree Care project
13. Letter(s) of support; please upload a completed Contribution Template or letter of support for each cash or in-kind contribution that is on your budget



Grove Park Neighborhood Association

Application Pointers

- 🍌 The application will auto save every 30 seconds. You are able to save the application at the bottom of the screen and log back in later to complete and submit it.
- 🍌 Contact staff if you have documents that you would like to add to your application that are not saved on your computer and you do not have a scanner to help you do so. Contact Jonathan Hill, 704-432-4802 or email jonathan.hill@charlottenc.gov.
- 🍌 Technical assistance, computer and internet access are available; please contact Jonathan Hill, 704-432-4802 or email jonathan.hill@charlottenc.gov.


CHARLOTTE-MECKLENBURG SCHOOLS
 DIVISION OF COMMUNITY ENGAGEMENT
 COMMUNITY SERVICE LEARNING

Neighborhood Matching Grant Volunteer Pledge Sheet

Volunteer activity:

Approximate date:

| Name | Phone Number | E-mail Address | # of Hours Pledged | Signature |
|--------------------------|--------------|----------------|--------------------|-----------|
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City of Charlotte Neighborhood Matching Grants
Helping You to Make it Happen.

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Volunteer Hours Being Pledged

Actual Number of Volunteer Hours Completed



Date

Name(s) of donor

Address

City, State Zip

Phone number

Dear staff and Review Team members,

It is my/our understanding that _____ is applying for the City of
(Name of organization)

Charlotte's Neighborhood & Business Services (NBS) Neighborhood Matching Grant program.

_____ is pleased to support this organization in their endeavor and
(Your name or company/agency name)
would like to make the following contribution(s):

☐ In-Kind Contribution

Valued at: \$ _____.

☐ Cash contribution

\$ _____.

Combined contribution totaled at: \$ _____.

Sincerely,

Signature(s)

Recommended template for documenting cash and/or supplies

Tree Banding Quick Reference Sheet

There are two methods to tree banding – the Tanglefoot method and the Bug Barrier Method. The City of Charlotte recommends using an 8” sticky band. Start banding around Thanksgiving in the last week of November, after most of the leaves have fallen, and maintain the bands until around Easter in mid-April.

Tanglefoot Method

Materials needed:


- | | | |
|---|---|--|
|  Tanglefoot |  Duct tape or stretch film |  Scissors |
|  Roll type pipe insulation |  Disposable putty knife |  Gloves |

Steps:

1. Using 3’ or 6’ fiberglass or polyester pipe insulation, start to create a band by wrapping the tree, filling in the hills and valleys of the tree bark.
 - A double wrap may be needed for extremely coarse barked trees, one to fill the hills and valleys, and one to leave a smooth outer surface.
 - If covering the insulation with tape, an 8” band of insulation is needed so that tape adhesive does not stick onto the tree.
2. Cover the insulation with an 8” wide band of duct tape, stretch film or as a last resort, tarpaper.
 - The duct tape or stretch film will bind the insulation and give you a surface to apply your Tanglefoot product. **Do not apply tape or stretch film directly on tree bark.**
 - Tarpaper is not normally available in 8” widths unless someone has taken the time to cut it. **Do not use staples or nails except if using tarpaper method.**
3. Wearing gloves, use a plastic putty knife or similar tool to apply the Tanglefoot over the whole 8” width of your band.
 - Note that a 3-6” sticky band is normally not wide enough to prevent “bridging” by falling leaves and sticks or accumulated bugs.
4. Check bands every couple of weeks. Remove any larger leaves or sticks and renew Tanglefoot as needed by applying new material over the old. Be mindful of using leaf blowers near the sticky bands.

Bug Barrier Method

Materials needed:

- | | |
|---|--|
|  Bug Barrier Kit |  Scissors |
|---|--|

Steps:

1. Using 3” wide Bug Barrier fiber, wrap the tree filling in the hills and valleys of the tree bark. A double wrap may be needed for extremely coarse barked trees.
2. Apply the 6” wide Bug Barrier film. The film should be applied with the sticky side towards the bark.
 - Align the top edge of the film with top edge of the Bug Barrier fiber (the film should overlap and stick to itself to stay on the tree). This will leave a 3” skirt that will act as a barrier as cankerworms try to climb up the tree. **Do not use any staples or nails.**
3. Check every couple of weeks. If the sticky edge of the film becomes covered, either replace the band or use Tanglefoot on top of the film. Be mindful of using leaf blowers near the sticky bands.